

CURRICULUM VITAE

TANIA MARIA LOPES

Surname:	Lopes		
First Name/s:	Tania Maria		
Designation:	BAP (SA) 12418 Junior Business Rescue Practitioner		
Date of Birth:	05 February 1988		
Telephone:	082 735 3761		
Email:	Taniamlopes88@gmail.com		
Drivers' license	Code 08		
Gender:	Female		
EE/AA Status:	Caucasian		
Residential Area:	Middelburg Mpumalanga		
Language Proficiencies:	Speak	Read	Write
- English	☐	☐	☐
- Afrikaans	☐	☐	☐
- Portuguese	☐	Limited	Limited

Education/Qualifications

<u>Membership of professional body and Designation</u>		
CIPC	Licensed Junior Business Rescue Practitioner	
TMA	Turnaround Management Association of South Africa	
SAIBA	Business Accountant in Practice	(BAP)SA 12418
SARIPA	Member	

Institution	Qualification	Date Completed
<u>INSOL International</u>	Foundation certificate in international insolvency Law	To commence 2023
<u>UP</u>	Certified Rescue analyst	Oct 2021
<u>CIMA</u>	CGMA- Management Level	(on hold)
<u>TERTIARY</u>		
University of South Africa	Bachelor of Accounting Sciences	2013
<u>SECONDARY</u>		
Cambridge Academy	Matric (Grade 12) AS levels	2006

Computer Skills

MS Office Package, word, excel (Advanced), PowerPoint, outlook
Caseware
Pastel
Odessey
Quickbooks Pro 2016
Ulti Sales
AS400/Athena

Employment History

(Starting with most recent)

Company	Salvis Gratia (Pty) Ltd
Period of Employment	May 2021 – Current
Position	Director/ Owner
Company	Group of Companies: Nashua Mpumalanga, Nashua Lowveld, Nashua Highveld

Period of Employment	May 2018 – May 2021
Position	Group Financial Manager
Duties:	<ul style="list-style-type: none"> • Monthly Financial reporting to Directors, CEO and Chairman • Compilation of Management Accounts/financial statements • Provide Findings of financial reports analysis • Auditing Business controls • Cashflow Forecast/statements • Budgets • Preparing of Various monthly financial reporting/analysis and interpretation • Statutory requirements compilation and submission • Compiling of head office reporting- Fees payable • Costings/Profitability • Staff Commissions • Strategy presentations • Preparing of Board Presentations • Signing off of Purchase Orders • Credit Approvals/ ITC • Commissions review • Financial data recording/Journals • Assisting in Decision making/business operations • Liaising with Auditors • Head office liaison
	<ul style="list-style-type: none"> • Management of Creditors Department • Management of Debtors Department • Daily business performance analysis • Assuring Compliance with IFRS • Company and shareholder valuations and acquisition • Ratio Compilation and Analysis

Company	O Grady Coatings Group (Pty) Ltd
Period of Employment	July 2017-March 2018
Position	Assistant Financial Manager
Duties:	<ul style="list-style-type: none"> • HR • Implementation and reviewing adequacy of internal controls • Petty cash/Banking • Preparing and Interpreting reports • Control of Branch Cash flow • Debtors and Creditors • Reconciliations • General Admin/ House keeping • Cost volume profit • Overseeing, guiding and training of staff in financial Department • Managing of Fixed Asset Register • Evaluation of the operations of the business, achievement of greater revenues, and lower expenses • Journal Processing

Company	Darlings Roadhouse
Period of Employment	2014 - March 2017
Position	Owner/ Manager/Accountant
Duties:	<ul style="list-style-type: none"> • Human Resources/Labour Relations • Payroll • SARS Correspondence • VAT/UIF/PAYE Statutory reports • Compiling all financial Reports and Financial Statements • Perform and Review of Monthly planning • Purchase, orderings, Stock take • Stock Variances/ Variance analysis • Costing and Purchase negotiations • Budgets • Reconciliations • Analyse of Financials • Debtors/Creditors • Apply Principles of internal control. • Analyse business to decrease Expenditure. • Implementation and reviewing of internal controls • Handling of all client queries

Company	Honestas Associates Middelburg
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Period of Employment	August 2013- January 2014
Position	Auditor Clerk and Accountant
Reporting Structure	Elize Wilson
Duties:	<ul style="list-style-type: none"> • Compiling of financial Statements for various clients • Compiling of management Statements • Auditing of Small Enterprises • Running of day to day decisions • Handling Client Queries • Performing VAT returns for clients • Ensuring Compliance of Accounting policy and procedures • SARS Correspondence • Tax Returns • Monthly accounting processing for various clients • Consulting • Assisting Clients in efficient business Operations • Assisting clients with Internal Control Procedures

Company	Diastoleus Auditing Professionals Pretoria
Period of Employment	January 2012 – July 2013
Position	Auditing Clerk (Articles)
Reporting Structure	Chantelle Botha, Theo De Kooker

Duties:

- Auditing financial statements of various small, medium and Large enterprises
- Ensuring Compliance of Policy and procedures for SME'S
- Compiling of Financial Statements for various forms of ownership
- Investments
- Audit of internal controls
- Conducting audit procedure and execution
- Ensuring relevant legislations are abided
- Debtors/Creditors
- Audit report
- Employee costs
- Revenue
- Fixed Asset Registers
- Reconciliations
- Processing of Journals and Adjusting Journals
- Review of internal Controls
- Handling of Client queries
- Tax Returns
- Vat Returns
- SARS Correspondence
- Ensuring Audit legislation is applied
- Complying and executing the Audit procedures

References:

- Thareza – Darlings Roadhouse (Roadhouse Manager)
(0793753903)
- Chantelle Botha (Auditing Manager) – Diastoleus Auditing Professionals
0795089331
- Theo De Kooker (CA) – Firm Partner Diastoleus Auditing Professionals (012)
365 1488
- Elize (Firm Partner) – Honestas Associates
(013) 243 1764